



HUMAN RESOURCES DEPARTMENT

City of Burlington

179 South Winooski Avenue, STE 100, Burlington, VT 05401

Voice (802) 865-7145

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Vermont Relay: 7-1-1 or 800-253-0191

TAXI LICENSING AND ASSISTANT LICENSING, VOTING AND RECORDS CLERK CLERK TREASURER

POSTING DATE: January 16, 2015

RATE OF PAY: \$19.0112

EXEMPT/NON-EXEMPT: Non-Exempt

DEADLINE TO APPLY: May 1, 2015

POSITION STATUS: Full Time

CLASSIFICATION GRADE: 14

UNION: AFSCME

APPLICATIONS CANNOT BE ACCEPTED AFTER THE DEADLINE DATE

This position is responsible for achieving all Clerk/Treasurer's office requirements related to taxi licensing and support for Taxi Licensing Board as well as assisting in issuing various licenses, organizing materials, maintaining records and administrative support for various Boards and Commissions of the City Council, the City Council, Board of Elections, and the Clerk/Treasurer's office with secondary responsibilities of providing general customer service.

ESSENTIAL FUNCTIONS:

- Oversees all non-airport taxi licensing related issues and processes license requests.
- Serves as staff to the Taxi Licensing Board and any of its committees.
- Assists in the preparation of City Council and other Board and Committee agendas including but not limited to collecting, organizing and coordinating materials.
- Assists in the receipt and review of, liquor, catering, entertainment, peddler and other license applications; and in the preparation of license application materials for regulatory committee and board action.
- Issues licenses on behalf of regulatory boards.
- Receives licensing complaints and assists in the preparation of materials for regulatory committee and board adjudication.
- Assists in preparing and updating list of boards/commissioners, City Councilors, Justice of the Peace, State Legislators and other related lists and materials.
- Records, transcribes, and distributes meeting minutes; assures follow-up to meeting issues as appropriate.
- Manages paperwork, recordkeeping and follow up with regard to applications received by the License Committee.
- Co-ordinates with Code Enforcement, Fire Marshal's Office, the Police Department, the Department of Liquor Control and other agencies as they relate to licensing and license enforcement.
- Assists in the maintenance of database of election results, absentee voters and other related election materials.
- Assists in receiving and processing early and absentee ballot requests, voter absentee ballots received, and other election related processes.
- May assist in processing of voter registration when necessary. Also assists the Licensing, Voting and Records Coordinator in other election related processes including but not limited to absentee ballots, petitions, paperwork, completion of Official Return of Votes, and compilation of Summary Sheets, as directed.
- Assists in verifying candidate and/or question petitions.
- Provides information on related department programs and policies and/or supervisor's activities and availability.
- Researches, compiles and organizes information for use by supervisor, other departments and outside agencies.
- Prepares correspondence, reports, memoranda, and other documents.
- Schedules appointments including but not limited to making arrangements for meetings, notifying persons involved, and briefing supervisor.
- Assists in maintaining records and filing system concerning resolutions, ordinances, meeting minutes and other related material according to legal retention requirements.
- Serve as back-up Customer Service Associate, as necessary.

QUALIFICATIONS/BASIC JOB REQUIREMENTS:

- Associate's degree and two years similar experience preferably in public sector clerk's office required.
- Knowledge of office practices and procedures, including filing systems, mathematics, report and letter writing.
- Ability to establish and maintain positive relations with co-workers, supervisor, staff, public officials, general public and other departments.
- Ability to appropriately deal with stress such that it does not interfere with performing job duties and functions.
- Ability to learn and maintain knowledge of the purpose, objectives, legal requirements, operations, policies and procedures for area of assignment.
- Ability to operate proficiently basic office equipment.
- Ability to operate in a Windows based operating environment using word-processing, spreadsheets and database software required.
- Ability to plan, organize and coordinate workload and to meet deadlines.
- Ability to assume administrative responsibility for a departmental area and carry out tasks with minimal instruction.
- Ability to actively support City diversity, equity, and cultural competency efforts within stated job responsibilities and work effectively across diverse cultures and constituencies.
- Demonstrated commitment to diversity, equity and inclusion as evidenced by ongoing trainings and professional development.
- Regular attendance is necessary and is essential to meeting the expectations of the job functions.
- Ability to understand and comply with City standards, safety rules and personnel policies.
- Ability to work occasional nights and weekends required.

To Apply: Submit cover letter, resume and a City of Burlington Application to: Human Resources Department, 179 So. Winooski Ave., Burlington, Vermont 05401. To obtain an application or for more information about the City of Burlington, please see our website: www.burlingtonvt.gov/HR.

The City of Burlington will not tolerate unlawful harassment or discrimination on the basis of political or religious affiliation, race, color, national origin, place of birth, ancestry, age, sex, sexual orientation, gender identity, marital status, veteran status, disability, HIV positive status or genetic information. The City is also committed to providing proper access to services, facilities, and employment opportunities. For accessibility information or alternative formats, please contact Human Resources Department at 865-7145.

WOMEN, MINORITIES AND PERSONS WITH DISABILITIES ARE HIGHLY ENCOURAGED TO APPLY. EOE.